

MEDWAY COUNCIL - JOB PROFILE

JOB TITLE	Senior Occupational Therapist
DIRECTORATE	Children and Adults
SERVICE	0-25 Disability Service
RESPONSIBLE TO	Group Manager
GRADE	SW3
JOB FAMILY	PSW0251

MAIN PURPOSE OF JOB

To contribute to the delivery of highly effective Occupational Therapy to enable children and young people with disabilities to achieve positive outcomes.

The service is delivered using a strength based, personalised approach and covers the following: re-ablement, major and minor adaptations, OT equipment, moving and handling and supporting children and young people with social care needs transitioning from children's social care to adult's social care when they become of age.

ACCOUNTABILITIES

This role will focus on performance management and supervision of staff completing moving and handling, enablement and other OT work. Joint visits to support staff and some direct case work of complex moving and handling cases in particular will be necessary.

To work closely with colleagues within the council and partners ensuring that person centred outcomes are met in ways which utilise available resources as effectively as possible.

To work within organisational policy and legislative requirements.

To work autonomously within the role, demonstrating expert and effective practice in complex situations managing higher levels of risk.

Offer expertise within the organisation.

Undertake the supervision of SW2 Occupational Therapists to ensure practice development.

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All staff working in the department have a responsibility for promoting and supporting the Council's policies and procedures for safeguarding. You should ensure that you carry out your duties and work at all times in a way that ensures the safeguarding and welfare of service users.

KEY CORPORATE ACCOUNTABILITIES

To work with colleagues to achieve service plan objectives/targets

To participate in one to one Performance Development Reviews and contribute to the identification of own and team development needs

To actively promote the Council's Fair Access, Diversity and Inclusion Policy and observe the standard of conduct which prevents discrimination taking place

To ensure full compliance with the Health and Safety at Work Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work

To fully understand and be aware of the commitment to the duty under Section 17 of the Crime and Disorder Act 1998 to prevent crime and disorder

At the discretion of the Head of Service, such other activities as may from time to time be agreed consistent with the nature of the job described above

ACCOUNTABILITIES TO CHILDREN AND YOUNG PEOPLE

The children and young people of Medway have said the following qualities are really important to them:

- ✓ Be a good listener
- ✓ Be non-judgemental
- ✓ Be consistent and Stable
- ✓ Be contactable
- ✓ Understand me
- ✓ Be honest
- ✓ Be Focused
- ✓ Be realistic
- ✓ Be a good timekeeper
- ✓ Be resourceful in your approach

Be ambitious for young people and promote others to share the same drive.

Champion Children and Young People's views and rights in everything you do.

Ensure Children and Young People's voices are listened to and acted upon.

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'Do what you say and say what you do'.

PERSON SPECIFICATION

QUALIFICATIONS	Assessment Method
A recognised professional Occupational Therapy qualification	Application
HCPC Registration	Application
EXPERIENCE	
A minimum of 3 years post qualifying experience and to be an OT Practice educator.	Application
Must be physically able to complete all moving and handing work and enablement.	Application
Ability to apply knowledge and experience in the application of relevant legislation, statutory guidance, standards and procedures relating to Children's and Adult's Social Care	Application/ Interview
Demonstrable experience in children's and adult's safeguarding, mental capacity and best interest decisions/meetings.	Application/ Interview
Demonstrable experience of taking responsibility for a limited caseload of complex cases managing conflict and risk and exercising professional autonomy and judgement.	Application/ Interview
Demonstrable experience of undertaking high level assessment work in specialist areas including, for example manual handling. The ability to make independent decisions.	Application/ Interview
Demonstrable experience of supervising qualified and unqualified staff and providing day to day practice direction.	Application/ Interview
Knowledge and experience in the application of relevant legislation, statutory guidance, standards and procedures relating to Children's and Adult's Social Care.	Application/ Interview
Demonstrable experience of assisting in the co-ordination of team resources and an understanding of budgetary management.	Application

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KNOWLEDGE	
Knowledge and experience in the application of National Policies and development relating to Children and Adult's Social Care policy areas and the impact on children, young people and their families.	Application
Ability to demonstrate the advanced theoretical, practical and procedural knowledge across a specialist area or an equivalent level of organisational, procedural and policy knowledge.	Application
Demonstrable knowledge of relevant legislation, social care policies, professional practice issues and developments.	Application
SKILLS	Assessment Method
Demonstrable ability to use well developed communication skills to present complex/sensitive information in an understandable way, to a range of audiences.	Application/ Interview
Demonstrable ability to analyse and interpret varied and complex information and develop strategies and solutions for the medium and long term.	Application/ Interview
Competent ICT and recording skills.	Application/ Interview
Demonstrate the ability to apply statutory requirements and guidance, local procedures and standards as they apply to vulnerable children, young adults and their families and carers.	Application/ Interview
Demonstrable ability to use leadership and coaching skills to improve performance and quality.	Application/ Interview
Demonstrable ability to manage conflict.	Application/ Interview
Demonstrable ability to progress a series of activities within recognised guidelines making frequent decisions on complex cases without ready access to more senior officers except for advice on policy or resource issues.	Application/ Interview

Demonstrable ability to deal with high levels of work-related pressure, for example from deadlines, interruptions or conflicting demands especially with conflict and complex cases	Application/ Interview
Demonstrable ability to carry out tasks which have a high direct impact on the wellbeing of people, including assessing needs, implementing care/welfare, and implementing regulations. Having a shared responsibility for the development of internal procedures and policies which may have a significant impact on the service.	Application/ Interview
Ability to use leadership and coaching skills to improve performance and share best practice.	Application/ Interview
Commitment to equality and diversity, seeking to remove barriers that may prevent people accessing services.	

OTHER REQUIREMENTS	
Car driver and use of a car for business purposes	Application
Commitment to continuous professional development and the acquisition of advanced and specialist skills and knowledge	Interview
An understanding of HCPC's professional standards and a commitment to upholding them in your practice.	Application
Enhanced DBS check	Application

ORGANISATION

(i) ORGANISATION CHART

(ii) DESCRIBE HOW AND BY WHOM THE POST IS MANAGED

The worker reports to the 0-25's Disability Service Group Manager for the day-to-day performance of his/her duties to service users within the Medway area. Overall management of the Team is undertaken by the Group Manager.

(iii) DESCRIBE THE LEVEL OF INITIATIVE AND/OR INDEPENDENCE EXPECTED OF THE POST HOLDER

Able to work independently within clear guidelines and regularly use initiative to make decisions, referring to more senior officers for advice on policy/resource issues.

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Takes direct responsibility for any of the following or equivalent:

(a) considerable amounts of computerised information (e.g. the size of the electoral register) where care, accuracy, confidentiality and security are important

(b) provides advice, and in some cases interpretation on established internal policies and procedures in relation to physical resources

(iv) DESCRIBE ANY SUPERVISORY/MANAGEMENT RESPONSIBILITIES

The postholder will be required to supervise newly qualified and experienced Occupational Therapists.

To provide advice and guidance on the operation of established internal procedures in relation to human resources, this may include interpretation of policies and procedures to meet specific circumstances or problems.

(v) JOB CONTEXT - DESCRIBE THE MAIN CONTACTS, BOTH INTERNAL AND EXTERNAL AND THE PURPOSE OF THOSE CONTACTS

The post holder will establish formal and informal links with partner agencies and colleagues within the council

FINANCIAL ACCOUNTABILITIES

The post holder will be indirectly responsible for their allocated budget. They will also have a sign off authority to authorise a delegated budget and will assist the Group Manager with financial control and planning.

WORKING ENVIRONMENT

The post holder will be based in one of Medway Council's establishments or one of our partners establishments within the Medway Towns. They will be required to travel within Medway and possibly wider afield in the execution of their duties.

The post holder may deal with some exposure to disagreeable, unpleasant or hazardous environmental working conditions such as working outside in all weathers or people related behaviour such as verbal abuse.

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